

# PLEASE READ!!!!!!!

## PAYMENTS MORE THAN 60 DAYS PAST DUE (SLOW PAYS)

### **Required Documentation:**

**If the account has been BROUGHT CURRENT**, send a copy of the receipt or a statement from the creditor that identifies the creditor and shows that the payment is current.

**If the account has NOT been BROUGHT CURRENT**, send the Board a written explanation.

**For DISPUTED ACCOUNTS:** Send a written explanation and copies of any written correspondence that you have sent the creditor.

**If you do not know the creditor or suspect an error**, contact Holloway Credit Solutions at (800) 264-2700, extension 310.

- Holloway will give you the name and number of the credit bureau that supplied the information (Experian, Equifax or Transunion). Contact the credit bureau and follow their instructions. Send the Board a copy of any correspondence (letters, faxes or emails) you send TO the credit bureau.
- It may take up to 30 days for the credit bureau to provide you with the creditor's contact information. During this time, send the Board copies of any correspondence or payments made to the creditor.

Mail OR fax the requested documents to

Home Builders Licensure Board

**Attention: Cathy Powell:**

445 Herron Street

Montgomery, AL 36130

Phone: (334) 242-2230

Fax: (334) 263-1397

***Please include a copy of the Board's letter to you with your documentation.***